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# MANAGEMENT COUNCIL NEWSLETTER

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A summary of significant events of  
interest to USDA management

Issue #14  
June 27, 1975

FEB 14 '79

## MANAGEMENT AND BUDGET

### HIGHLIGHTS OF JUNE 26 MANAGEMENT COUNCIL MEETING.....

#### Due Dates.....

- ... Sy Pranger will be writing to agencies with co-located offices concerning the establishment of uniform hours at those offices. Agencies should RESPOND BACK to OP as to action taken BY JULY 15.
- ... Sy Pranger will be sending to the agencies the reports submitted from the agencies' personnel office concerning observance of local holidays. There are 68 local holidays and 2,829 employees involved. The agencies are to review those reports and submit the results of that review to OP by JULY 30. OP will then report back to the Council.
- ... Agency comments on the proposed "Computer Managers Group" draft charter are due to ADS by JULY 15.

The Council discussed bringing USDA Minority Business Opportunity Committee representatives in to Washington for a conference. Miles Washington, OEO, and J.P. Bolduc will discuss alternatives with certain agencies and present a revised proposal to the Council, reflecting those agencies' needs and concerns.

The Controlled Correspondence Program was discussed. OO is meeting with Correspondence Control Officers on Tuesday, July 1. Council members should meet with their Control Officers to reflect any particular concerns. The input from the Tuesday meeting will be used to adjust recommendations and establish target dates for implementation of those recommendations. The dates will be brought before the Council prior to implementation.

The Council received a report on the results of ADS' requirements study and cost benefit analyses. It was noted that on June 18, J.P. Bolduc, F. Elliott, and H. Meetze appeared before Sen. Gale W. McGee, Chairman, Senate Appropriations Subcommittee on Agriculture and Related Agencies. They testified regarding the recently released GAO report on USDA's proposed computer procurement. (Contact: H.W. Meetze, ADS, ext. 76275.)

DID YOU KNOW.....the following facts and comparisons about NFC processing of documents:

<u>Item</u>	<u>Calendar Year 1974</u>		<u>Jan. - May, 1975</u>	
	<u>Quantity</u>	<u>Average Processing Time</u>	<u>Quantity</u>	<u>Average Processing Time</u>
Travel vouchers	420,000	4.3 man-days	180,000	2.6 man-days
Travel advances	49,000	2.1 man-days	21,000	1.4 man-days
Utilities payments	55,000 <sup>1/</sup>	4 man-days	38,000	2.8 man-days

<sup>1/</sup> Represents May-Dec., 1974, when NFC took over payment of all Departmental utilities.

In each case, the average number of documents processed monthly has increased, and the average processing time has decreased. In the instance of utilities payments, the difference in processing time demonstrates that at the initial stages, any system requires adjustments and fine tuning. As experience is gained, processing time is reduced.

In addition, in calendar year 1974, 95.9% of all people were paid on time. Through Pay Period 11, 1975, 97.6% have been paid on time, out of an average 120,000 pay checks per pay period. This results both from improved NFC processing and from agencies reviewing their internal procedures in submitting T/A's to NFC and taking corrective action, as discussed at the New Orleans meeting. With continued review and improvement, 100% may be attained. (Contact: Dennis Boyd, NFC.)

#### OI EXPANDS EXPORT GRAIN INVESTIGATIONS TO ALL MAJOR GRAIN PORTS.....

The Secretary and Department of Justice Officials have praised the OI and FBI year-long investigation. This coordinated effort resulted in several Federal indictments in New Orleans and Houston, with more expected. An expanded OI investigative Task Force will, in cooperation with U.S. Attorneys, be looking into complaints made by foreign buyers in the past three years that American grain was of inferior quality, shortweight, or contaminated on arrival at foreign ports. Congressional and press interest in the OI grain investigation has continued to mount. Under Secretary Campbell, OI representatives, and other top USDA Officials testified last week before the Senate Subcommittee on Foreign Agricultural Policy. (Contact: Rod Elam, OI, ext. 75241.)

## RECENT LEGISLATIVE ACTIONS.....

Congress Passes Continuing Resolution.....H.J. Res. 499 provides funding until enactment of FY 1976 appropriations or sine die adjournment of the 1st Session of the 94 Congress, whichever comes first. USDA funding will be at the lower of the current or the budget rate, except for the food programs. A special provision in the resolution provides for the operation of the food programs at the rate mandated by law. (Contact: Dennis Kaplan, OMF, ext. 76176.)

James D. Keast Confirmed As General Counsel.....The Senate acted on June 18.

## PERSONNEL

USDA ACTIVE IN SUMMER HIRING.....The 1975 Summer Employment Program for Youth was announced to Heads of Department Agencies on May 8, 1975, by Assistant Secretary for Administration, Joseph R. Wright, Jr. The Department's goal for hiring needy youths is 1,971 jobs. The Department's Agencies are also actively participating in other Summer Employment Programs such as Summer Intern, Summer Employment Examination, and summer hires under Agency Merit Staffing Plans. The summer employment period began on May 13 and ends September 30, 1975. (Contact: Judy Urban, OP, ext. 72435.)

## ADMINISTRATIVE OPERATIONS

TEMPERATURES MAY BE RISING.....Federal energy regulations require building temperatures be kept at 78-80°. In some parts of the building this may result in hot and uncomfortable working conditions. Call Bill Lawrence, 00, ext. 75230, on problem situations.

GSI TO IMPROVE CAFETERIA IN BASEMENT OF ADMINISTRATION BUILDING.....Current plans call for conversion to two fast-service lines serving "quick food" type items, occupying about half the current space. Conversion costs will be borne by GSA-GSI. 00 will be meeting with GSA-GSI to pin down what and when. (Contact: John Keaney, 00, ext. 73937.)

FOUR REGIONAL CONFERENCES SCHEDULED ON SERVICE CENTERS.....The July meetings will emphasize holding down costs and getting centers operational more rapidly. Almost 1,000 recommendations have been submitted by the field to agency headquarters; almost 500 have been approved. (Contact: Dick Hadsell, 00, ext. 74394.)

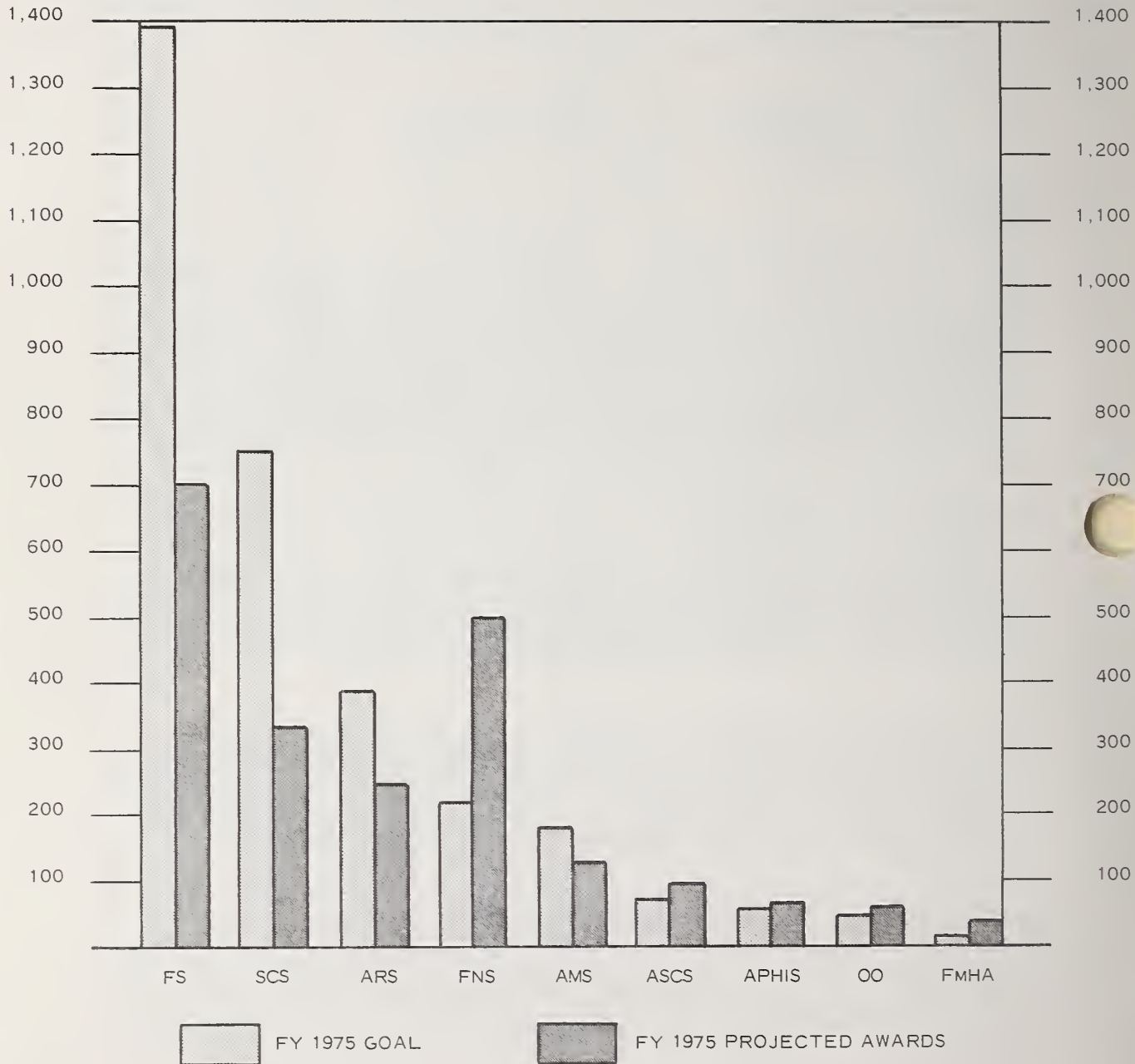
ADMINISTRATION DINING ROOM TO HAVE VARIED MENU.....It will vary in content and price by day of the week from "Soup - make your own salad" luncheon at \$1.95 to Seafood day at \$2.45. 00 met with GSI on June 25 to fix the schedule. (Contact: John Keaney, 00, ext. 73937.)



# EQUAL OPPORTUNITY

DOLLARS  
IN THOUSANDS

DOLLARS  
IN THOUSANDS



DEPARTMENT NOT MEETING FY 1975 8(a) GOALS.....The chart above shows the projected awards by agency for FY 1975. The Department's goal is \$3.1 million. The projected total is \$2.2 million or 71% of the goal. (Contact: Fred King, OEO, ext. 77117.)